Input a complete origin and destination address as shown in the example below. If the destination does not have a specific address, please indicate the nearest intersection and explain in the AggieExpense comments section.

Traveler Name:			Month:	
Date	**Origin**	**Destination**	**Business Purpose**	**Distance**
01/01/2026	UC ANR 2801 2nd Street Davis, CA 95618	Consulate General of Ireland 100 Pine Street, Suite 3350 San Francisco, CA 94111	Round trip for academic meeting to propose new curriculum on pest management.	140

Directions:
Complete fields, select mileage rate, then print to PDF to ensure proper formatting when uploaded to AggieExpense.
Enter amount calculated in AggieExpense. Attach PDF to AggieExpense.

Select the mileage rate:		Total Miles	
Standard $0.725/mile		**Enter this amount in AggieTravel:**	
Relocation	$0.205/mile		
Volunteer	$0.14/mile		
Medical	$0.16/mile		

Questions? Contact your Business Partner Team or reach out to bocsupport@ucanr.edu.
Updated January 2026